Workforce Transition (WFT) Role Mapping Workshop

May 24, 2007

BEACON HR & payroll

Agenda

Agenda Item	Speaker(s)
Welcome	Edward Brodsky
Role Mapping Overview	Edward Brodsky
SAP Roles and Security	Shelly Eckerman
Role Descriptions	Functional Team
Training Linkage to Role Mapping	Shirley Patterson
Role Mapping Exercise	Libby Williams
BREAK	All
Role Mapping Example	Libby Williams
OSBM Engagement	Tom Newsome
Next Steps	Libby Williams
Questions	All

Role Mapping Overview

Role Mapping Definition and Objectives

Definition

- To map existing HR and Payroll personnel to SAP roles

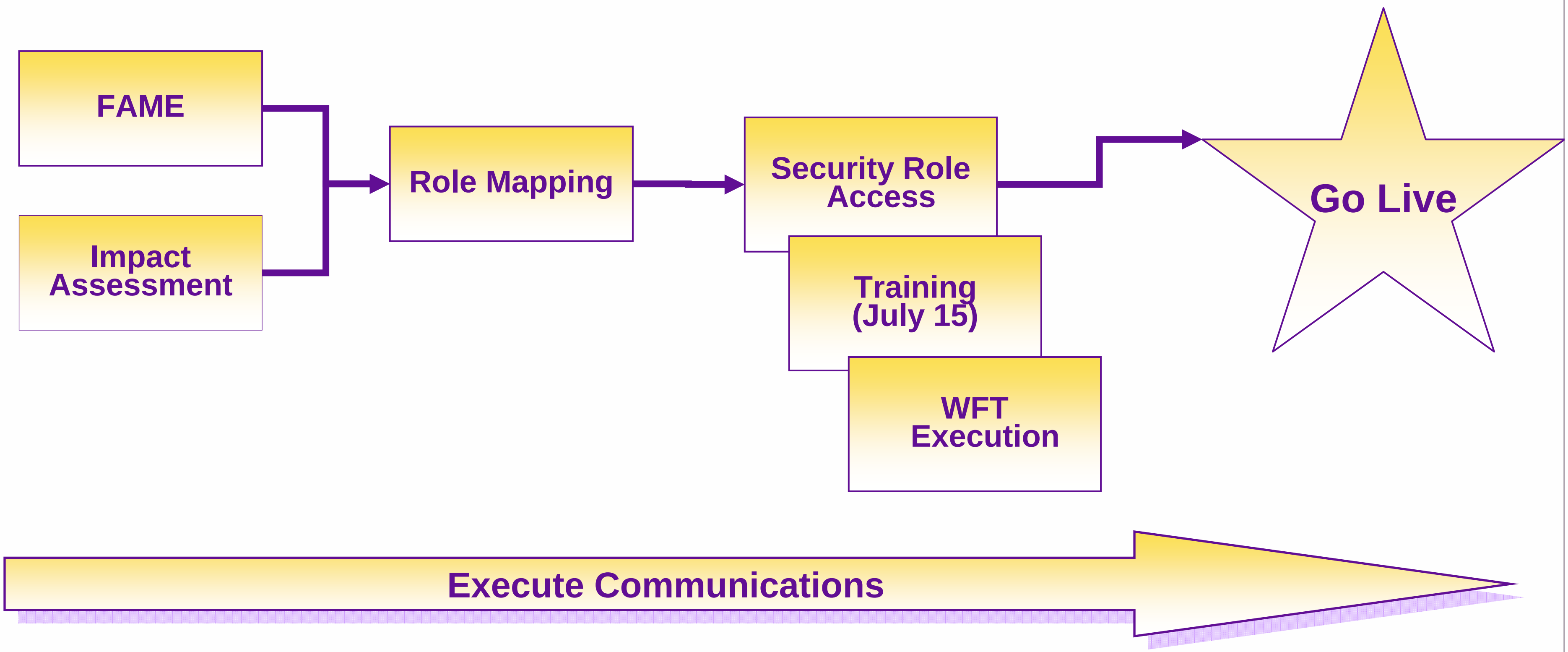
Objectives

- Provides agencies with an understanding of how roles will change which will be helpful in guiding agency HR Directors & staff on developing new or updating existing job descriptions
- Allows agencies to identify the employee(s) that will fill specific roles and perform certain business processes within SAP
- Identifies security access and permissions an employee will have within the system
- Enables the Training Team to schedule employees in appropriate courses required to use the new system

What will you Learn?

- Process to conduct Role Mapping
  - What and how to use the WFT tools?
- How Role Mapping dictates the security set up
  - What is a SAP role?
- How Role Mapping feeds into the Training Plan
  - What is role based training?

Relationship of Role Mapping to Other Activities



SAP Roles and Security

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Purpose of Section

- Understanding of what an SAP security role is
- Understanding of the SAP security role design
- Understanding of organizational level security

What is a SAP Security Role?

- An SAP security role gives a user access to perform SAP functions.
- SAP application security is “Role Based”.
- “Role Based” means SAP security roles = Job functions
- These are job functions done by a user in the SAP system (i.e. Time Admin, Payroll Admin, etc).
- Some job functions not done in the SAP system would not have a SAP security roles (i.e. Health & Safety)
- This design allows users to be given access based on their job responsibilities, where SAP is used.
- The BST Change Agents know job functions that a user performs. So this design allows the BST Change Agents to map users to the SAP Security Roles without having to know SAP functionality.

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SAP Security Role Approach

(SAP Functions)
Transactions &
Infotypes

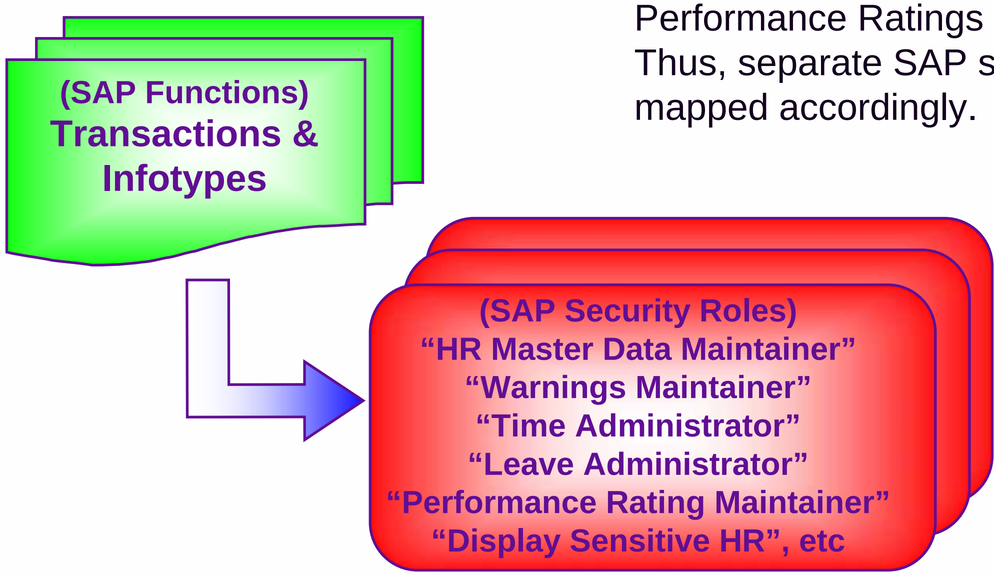
(SAP Security Roles)
“HR Master Data Maintainer”
“Warnings Maintainer”
“Time Administrator”
“Leave Administrator”
“Performance Rating Maintainer”
“Display Sensitive HR”, etc

(Position)
“Personnel Analyst II”

SAP (Job) functions have been mapped to create SAP Security Roles, which will be mapped to positions and positions are mapped to users.

SAP Security Role Approach

- SAP Security Team worked with the BEACON Functional Teams to identify the SAP Security Roles for each area (Benefits, Time, Payroll, PA, OM)
- Also, an analysis on how security was restricted in PMIS was completed to enable the same restrictions in SAP.
  - For example, Maintenance access to Grievances, Warnings and Performance Ratings were restricted to certain users in PMIS. Thus, separate SAP security roles were created so users can be mapped accordingly.



SAP Security Role Approach

- The SAP Security Roles have been designed to fit any Agency.
- The design also allows flexibility for the Agencies.
- Based on the Agency, different SAP Security Roles will be mapped to a user/position.
- Smaller agencies may require the user to perform more functions than larger agencies.

Position	Security Role
Personnel Analyst - DOC (Jane Smith)	HR Master Data Maintainer
	Display Sensitive HR
	Display Non-Sensitive HR
	Leave Administration
Personnel Specialist - ESC (Bill Franklin)	HR Master Data Maintainer
	Warnings Maintainer
	Performance Rating Maintainer
	Display Sensitive HR
	Display Non-Sensitive HR
	Time Administration
	Leave Administration

SAP Security Roles - HR

Team	Central (i.e. Shared Services, etc)	Decentralized (i.e. Dept, Division)	Security Role
Benefits	X		Benefits Administration
	X	X	Display Benefits
Time	X	X	Time Administration
	X	X	Time Approval
	X	X	Leave Administration
	X	X	FMLA Reason Maintainer
	X	X	Charge Object Maintainer
	X	X	Display Time
Payroll	X		Central Payroll Processing
	X		Central Payroll Accounting
	X		Central Garnishment Administration
	X		Central Payroll Tax
	X	X	Payroll Administration
	X	X	Display Payroll
	X		Emergency ONLY - Payroll Problem Solving
Personnel Administration	X	X	HR Master Data Maintainer
	X	X	HR Master Data Approver
	X	X	Warnings Maintainer
	X	X	Grievance Maintainer
	X		Performance Rating Mass Maintenance
	X	X	Performance Rating Maintainer
	X	X	Short Term Disability Specialist
	X		Special Transfers
	X	X	Display Cross Agency
	X	X	Display Sensitive HR
	X	X	Display Non-Sensitive HR
Org Mgmt	X		Org Chart Maintainer
	X		Org Chart Approver
	X		Job Maintainer
	X		Job Approver
	X	X	OM Position & Org Unit Requestor
	X	X	OM Position & Org Unit Approver
	X		OSP Position Approver
	X	X	Agency Position Funding Approver
	X		OSBM Position Funding Approver
	X	X	Position Vacancy Posting Maintainer
	X	X	Display Organization Management
Portal	X	X	ESS - Employee Self Service
	X	X	MSS - Manager's Self Service

- The following shows the SAP Roles defined for BEACON
- HR sub-modules include Benefits, Time, Payroll, Personnel Administration and Organization Mgmt.
- Central Roles are for users getting access to ALL agencies (i.e. Shared Service Center, etc)
- Decentralized Roles are for the Agencies and can be restricted to an agency or division within an agency.
- Display roles exist for each area.
  - Any user that gets update to an area would get the corresponding display role (i.e. Payroll Administration would get Display Payroll).
  - The users that just need display would get the display role and not the update role (i.e. managers, directors, etc).
- The Portal will enable the user to Employee Self Service and Manager Self Service functionality.
  - Employee Self Service is the functionality to allow employees to maintain their own employee information, such as address and enroll in benefits plans.
  - Managers Self Service is the functionality to allow managers to approve an employee's time and view employee reports.

Segregation of Duty (SOD) Conflicts

- Some SAP Security Roles conflict with other roles due to segregation of duties (SOD).
  - For example, a user that receives the HR Master Data Maintainer security role should not also receive the Payroll Administration security role.
- Decisions on SOD conflicts have been completed based on best business practices.
- Many conflicts are not listed because the conflicts have been mitigated. The mitigated control, that comes with standard SAP functionality, is employees can not update their own HR/payroll information, except for the HR information that is part of ESS.
  - For example, a user can not change their own salary data.
  - For example, a user can change their own address because that is part of ESS functionality that is being rolled out.

Conflicts Identified for BEACON HR/Payroll	
If you have this role…..	**You cannot have this role…**
HR Master Data Maintainer	HR Master Data Approver
HR Master Data Maintainer	Payroll Administration
Payroll Administration	HR Master Data Maintainer

Understanding Role Dependencies

- On the role definitions in your package, you will see a section called "Role Dependencies".
- This section shows that when a certain role is assigned to a user, the user will also automatically receive certain other roles by default.
- These are mainly display roles.
- For example if a user is mapped to the "HR Master Data Maintainer" role, the user will also receive the roles noted in the Role Dependencies section, which are:
    - Display Non-Sensitive HR
    - Display Sensitive HR
    - Display Benefits
    - Display Time
- These decisions were made by the team leads to ensure the role is able to complete all responsibilities the role is designed to complete.

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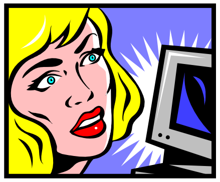
SAP Security Roles to User Mapping

- The BST Change Agent will focus on mapping roles to users.
- The position of the users was identified in the FAME document. When the roles are mapped to users, then roles are also mapped to the HR positions that the user belongs to.

(SAP Security Role)
"HR Master Data Maintainer"

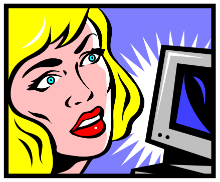
Role to User Mapping	Thus, Position Mapping is Automatic
 Jane Smith	Jane Smith – Personnel Analyst II DOC
 Bill Franklin	Bill Franklin – Personnel Specialist ESC

SAP Security Roles to User Mapping

- Once the BST Change Agents have the listing of users to SAP security roles completed, the access will be reviewed and approved by data owners.
- Data owners have not been established. They may be established by agency and sub-area (i.e. Benefits, Time, Org Mgmt, Personnel Admin and Payroll).
- Data owners will be established before go-live to approve the final listing of role mapping. Data owners will also be responsible after go-live to approve changes or additions to role to position/user mapping.

(SAP Security Role)
"HR Master Data Maintainer"

User Mapping – Position Mapping



Jane Smith – Personnel Analyst II DOC

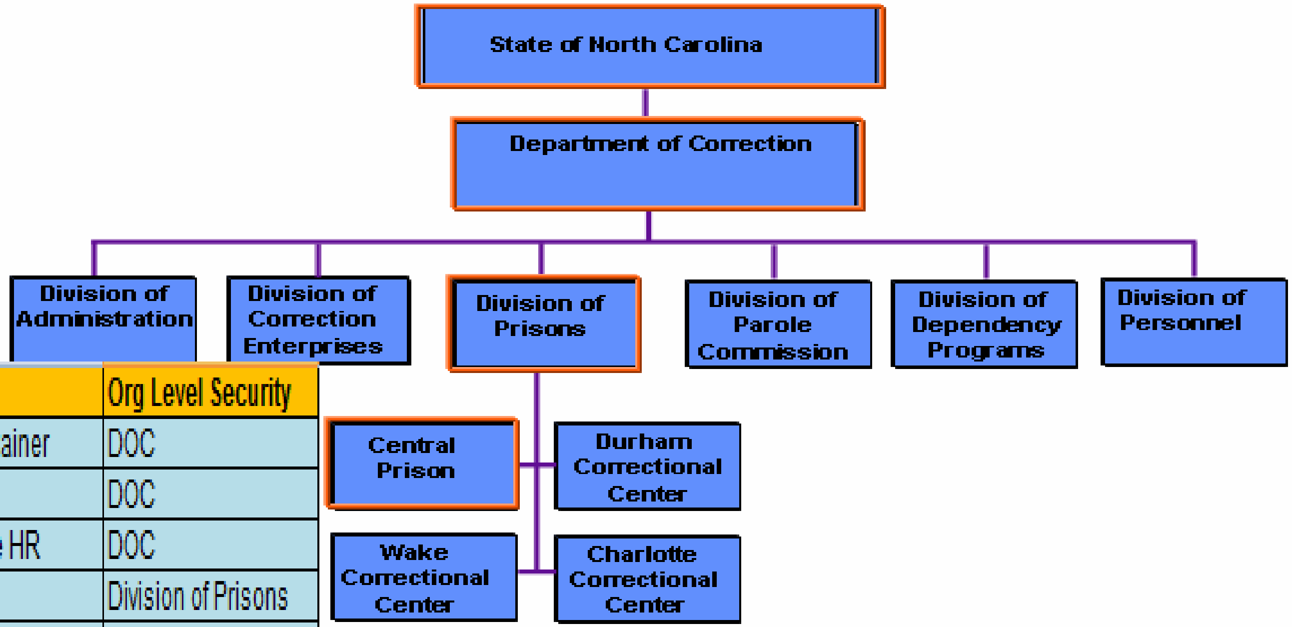
Bill Franklin – Personnel Specialist ESC

Position Based Security

- "Position Based Security" for Role assignment
  - When a person is hired into the organization, the user id will automatically be created and access assigned based on the position they hold. No Security Request Form will be Required.
  - If Employee transfers to another position, the access to the new position will automatically be changed to the new position's access and no security request form is required.
  - Access is based on roles assigned to the position
    - <u>Position: Personnel Analyst II for DOC</u> requires the following SAP Security Roles:
      - Role: HR Master Data Maintainer – DOC,
      - Role: Warnings Maintainer – DOC,
      - Role: Leave Administrator – DOC,
      - Role: Performance Rating Maintainer – DOC,
      - Role: Display Sensitive and Non-Sensitive – DOC
      - …..etc
      - The position requires these roles. It does not matter whom resides in the position.
      - Jane Smith holds the position so she will get the access required for the position.
  - Temporary access can also be granted
    - Person transfers to another position, but still requires the to old position's access. Manual user assignment would be used.
    - i.e. – Jane just transferred from DOT and requires HR Master Data Maintainer for DOT too. Jane will also get the HR Master Data Maintainer role for DOT, but the HR Master Data Maintainer role for DOT will not be on the position (Personnel Analyst II for DOC) that Jane Smith now holds. HR Master Data Maintainer for DOT would be manually added to the user and an expiration date set.
    - Security Request Process will exist for manual access that is assigned.

Understanding Agency Restrictions for Roles

- In addition to securing the different functions into SAP Security Roles, SAP enables further restriction to specific levels within the organizational structure by Role.
- Based on the SAP Security Role, what organizational level of security is required (i.e. Secure at the agency level or division level) for the user. Note: Time Admin will be able to be secured at the agency, division, section, or branch level.
- May be different based on security roles (See example below).
- These Org level restrictions by role are not required by this deadline. The Change Team will request this information from you during the next role mapping review.

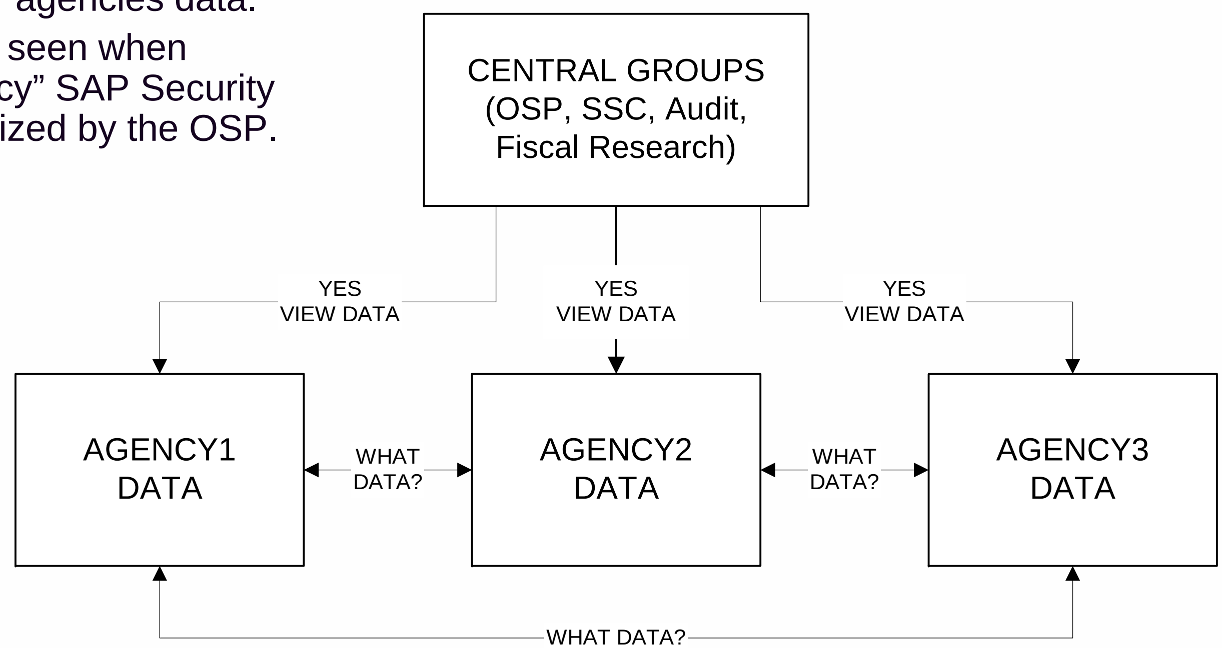


Position	Security Role	Org Level Security
Personnel Analyst - DOC (Jane Smith)	HR Master Data Maintainer	DOC
	Display Sensitive HR	DOC
	Display Non-Sensitive HR	DOC
	Warnings Maintainer	Division of Prisons
	Leave Administration	Division of Prisons

Understanding Cross Agency Access

- In PMIS, users with access to the VERIFY transaction are allowed access to see other agencies information.
- An SAP Security Role called "Display Cross Agency" has been developed to provide a similar concept as VERIFY in PMIS.
- Users mapped to the "Display Cross Agency" role will have access to display other agencies data.
- Analysis of what data should be seen when having the "Display Cross Agency" SAP Security Role is being reviewed and finalized by the OSP.

SECURITY MODEL
AGENCIES VIEW DATA



Role Descriptions

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Agency-Specific Roles – Role Types

Display Roles

- Agency-specific display roles allow users to view and print reports associated with various HR and payroll data.

Maintenance/Update Roles

- Agency-specific update/maintenance roles allow users to conduct actions in the BEACON HR/Payroll system that update or maintain HR and payroll information for agencies.

Approval Roles

- Agency-specific approval roles allow users to conduct approval actions for maintenance/update actions made in the BEACON HR/Payroll system.

Agency-Specific Roles

Role Type	Personnel Administration Roles
Display	Display Sensitive HR
	Display Non-Sensitive HR
	Display Cross Agency
Maintenance/Update	HR Master Data Maintainer
	Warnings Maintainer
	Grievance Maintainer
	Performance Rating Maintainer
	Position Vacancy Posting Maintainer
	Short-Term Disability Specialist
Approve	HR Master Data Approver
Total Number of Roles:	**10 Roles**

Agency-Specific Roles (Cont'd)

Role Type	Organizational Mgmt. Roles
Display	Display Organization Management
Maintenance/Update	OM Position & Org Unit Requestor
Approve	OM Position & Org Unit Approver
Total Number of Roles:	**3 Roles**

Agency-Specific Roles (Cont'd)

Role Type	Benefits Administration Roles
Display	Display Benefits
Maintenance/Update	N/A
Approve	N/A
Total Number of Roles:	**1 Roles**

Role Type	Payroll Administration Roles
Display	Display Payroll
Maintenance/Update	Payroll Administration
Approve	N/A
Total Number of Roles:	**2 Roles**

Agency-Specific Roles (Cont'd)

Role Type	Time Administration Roles
Display	Display Time
Maintenance/Update	Time Administrator
	Leave Administration
	Charge Object Maintainer
	FMLA Reason Maintainer
Approve	*Time Approval (MSS Approver ONLY)
Total Number of Roles:	**5 Roles**

* This role will not be included in the Role Mapping Exercise

Training Linkage to Role Mapping

Role-Mapping and Training

- Curriculum will be role-based
- Participants will be scheduled for classes specifically targeted to their roles

Role Mapping Exercise

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Role Mapping Approach

The following is the recommended approach for completing the Role Mapping Exercise:

Step 1: Preparation

- Attend Role Mapping Workshop
- Review FAME Document
- Review Role Descriptions
- Review Impact Assessment
- Review Role Mapping Worksheet

Step 2: Work Session

- Identify Work Session Participants
- Conduct Agency Work Sessions
- Map Agency Employees to Roles

Step 3: Wrap-up

- Return Work to BEACON Change Team
- Approve Completed Role Mapping Worksheet
- Email Completed Role Mapping Worksheets

Contact BEACON Change Team for Assistance

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Step 1: Preparation

The following documents are needed to complete the Role Mapping exercise:

Document	Importance for Role Mapping Exercise
FAME Document	This document will provide you a list of your current agency's HR and payroll employees as of January 2007. You will need to update this spreadsheet with the most recent employee information.
Role Descriptions	This document will provide the SAP role titles, descriptions, responsibilities, related business process and role conflict information. You will review this information to help you decide which employees will receive the appropriate role(s).
Impact Assessment	This document, used in conjunction with the Role Descriptions document, will help you understand what SAP roles are involved with each of the business processes.
Role Mapping Worksheet	This worksheet provides you with an Excel spreadsheet to record your agency-specific Role Mapping information for each HR and payroll employee. You will also need to update it to reflect your most recent employee information.

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Step 1: Validate FAME Document

Review FAME Document

- This document will provide the current agency HR and Payroll employees as of January 2007
- Employee data must be validated
- **Note:** If an employee is added, updated, or removed the information will be changed on the Role Mapping Worksheet automatically

			OSC														
Employee	Position Number	Position Title	Added_empl	Remove_empl	HR_Reporting	Pay_reporting	Status	Administration	Agency_Benefits	Classification	EEO	Employee_Relations	Health_Safety	HRIS_PMIS	IT_Support	Other	
BEACON, MISTER	371610140013200	PERSONNEL ANALYST II					FT				0.10	0.70					
EMPLOYEE, A	375011400026010	ADMINISTRATIVE ASSISTANT I					FT							0.10			
EMPLOYEE, B	373510600020010	ADMINISTRATIVE OFFICER III					FT							0.20			
EMPLOYEE, C	371610140013000	A/U HR DIRECTOR II					FT			0.20		0.20					
EMPLOYEE, D	373511000020191	ADMINISTRATIVE OFFICER III				X	TMP										
EMPLOYEE, E	371410120012025	ACCOUNTING MANAGER I			X	X											
EMPLOYEE, F	371610140013310	PERSONNEL TECHNICIAN I					FT							0.10			
EMPLOYEE, G	371410120012050	ACCOUNTING TECHNICIAN III					TMP										
EMPLOYEE, H	371610140013205	STAFF DEVELOP SPCLIST III					FT										
EMPLLOYEE, I	374511300024010	ADMINISTRATIVE OFFICER I					FT							0.20			
EMPLOYEE, J	371010110011015	EXECUTIVE ASSISTANT I			X												

Note: Changes will be tracked to ensure accuracy of data

FAME Worksheet Instructions

- If an employee needs to be added, enter their name and information at the bottom of the worksheet and insert an X into the “Added_empl” column
- If an employee needs to be removed, insert an X into the “Remove_empl” column
- If a new person is in an existing position
  - Example: If position 123 was currently held by John Doe but Jane has replaced John Doe, enter Jane’s name over John’s
- If any information has changed, e.g., % of time, position #, type over the existing information with the updated information
- “Open” requisitions must be validated
  - If still “Open”, do nothing
  - If position is filled, add employee data
- “Administration” and “Other” functional areas must be validated
- If an employees name has changed, type of the name with the correct information

FAME Worksheet Guidelines

- Rows cannot be inserted or removed on the FAME Worksheet
- All changes will be tracked to ensure accuracy
- The FTE % total for an employee should not be greater than 1
- If employees are added or removed on the FAME worksheet, the updates will automatically populate the Role Mapping Worksheet to ensure that the two documents are in sync

Agency Timekeepers

- Agency Timekeepers need to be added to the FAME Worksheet
- Indicate the FTE % in the Time_Leave_Maint function column
- Map the employee to Time Administration SAP Role on the Role Mapping Worksheet
- The agencies below have been identified as using timekeepers. If your agency will be using timekeepers and you are not on the list below contact beacon.time@ncosc.net

Agency	Timekeeper or ESS
Dept. of Agriculture & Consumer Services	Both
Dept. of Crime Control & Public Safety	Both
Dept. of Cultural Resources	Both
Dept. of Environmental & Natural Resources	Both
Dept. of Health & Human Services	Both
Dept. of Juvenile Justice & Delinquency	Both
Dept. of Administration	Timekeeper
Dept. of Correction	Both
Dept. of Justice	Both

Step 1: Review Role Descriptions

Review Role Descriptions

- Review the Role Descriptions and start to identify their relationships with the business processes documented in the Impact Assessment
- Examine the tasks and responsibilities associated with each of the roles. Determine which HR or payroll employees within your agency conduct similar actions

Time Administrator — **Time Administration**

Time Administrator

Description The Time Administrator role is responsible for entering time for employees without Employee Self Service, time evaluation, requesting configuration changes in regards to SAP, and supporting in the management of substitutions and on-calls. This role also has the ability to make corrections on time sheets that have already been approved.

Tasks/Responsibilities

- Edit/correct time and distribution information
- Enter time and distribution for those without ESS
- Generate a process schedule change request
- Identifies time processing errors
- Provide time statements and reports to employees without ESS access
- Request changes to cross application time sheets

Related Processes

- Time Entry

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

Role Dependencies

Those assigned this role will allso be assigned the following roles:

- Display Time

Step 1: Review Impact Assessment

Review Impact Assessment

- Review your agency-specific impact considerations for "Workload Impacts"
- Identify the relationship between workload increase/decrease for your agency employees and the role descriptions. This information may be useful in assigning employees to roles

BEACON HR/Payroll Organizational Impact Assessment

Time Entry

Process Overview

Employees will have the ability to record, release and correct their time via Employee Self Service (ESS).

Employees will, on or before the mandated time entry deadline, record their hours worked, leave taken, and in certain specific cases, overtime earned. The employees will, if required by their agency, make time distribution entries. Employees will review their entries and save those entries in 'released' status prior to the entry deadline via ESS.

When the agency deadline for Time Entry arrives, the employee must select "Save and Release" to make the entries available for approval by their Supervisor/Manager via Manager Self Service (MSS).

Edits or corrections to time and distribution data can be made by the following:
- Employees can correct the error if the time records have been released but not approved
- Supervisors/Managers can notify the employee or Time Administrator of the error and request a correction
- Time Administrators can make a correction

For agencies not requiring ESS for timekeeping:
The employee may complete a paper timesheet and submit it to their Supervisor/Manager for approval. Once approved, the Supervisor/Manager will provide the approved timesheet to the Time Administrator for entry into SAP. The Time Administrator will review the timesheets to determine if they are correct and complete. If the timesheet requires correction, the timesheet will be returned to the Supervisor/Manager/employee for correction. If the timesheet is correct, the Time Administrator will enter the time data into SAP. The Time Administrator will review the entries and save those entries in "approved" status.

Key Process Changes

- Time entry may be completed by the employee through Employee Self Service (ESS) or by a Time Administrator directly into SAP
- SAP will allow corrections all the way back to the go-live date, however, the agency policy decides the cut-off date for corrections

Other Key Changes

- None

Impact Considerations

Communication
- Communicate to employees in training materials/orientation how to access ESS
- Communicate to employees and managers the new procedures on time keeping
- Communicate change in procedure for time entry process to agencies using ESS
- Communicate the new procedure to the employee for time entry and release

Organization
- Agencies transitioning to ESS for time will see a shift in responsibility for their Time Administrators; they will still be responsible for time corrections

Policy
- Agency policies may vary in how far back an employee can go to make corrections to their time
- No employee should be able to approve his or her own time
- Update agency-specific personnel manuals, handbooks, and websites

Training
- Communicate to employees in training materials/orientation how to access ESS
- Time Administrators will need training on the time recording and correction process

Workload
- There is potential decrease in workload for Time Administrators if employees are using ESS, their responsibility will shift from time entry to time corrections

Step 1: Review Role Mapping Worksheet

Review Role Mapping Worksheet

- This Excel worksheet will be used to record your Role Mapping information
- Worksheets are agency-specific
- Worksheets are populated with employee names and SAP roles

OSC

Employee	PositionNumber	Add	Remove	New Role(s) For Employee	Display Benefits	Agency Position Funding Approver	Display Organizational Management	OM Position & Org Unit Requester	Display Payroll	Payroll Administration	Display Cross Agency	Display Non-Sensitive HR	Display Sensitive HR	Grievance Maintainer	HR Mast
					Benefits	Organizational Management			Payroll		Personnel Admi				
BEACON, MISTER	371610140013200														
EMPLOYEE, A	375011400026010						X								
EMPLOYEE, B	373510600020010				X										
EMPLOYEE, C	371610140013000											X		X	X
EMPLOYEE, D	373511000020191								X	X					
EMPLOYEE, E	371410120012025				X										
EMPLOYEE, F	371610140013310		X										X		
EMPLOYEE, G	371410120012050										X	X			
EMPLOYEE, H	371610140013205						X								
EMPLLOYEE, I	374511300024010	X													
EMPLOYEE, J	371010110011015	X													

Role Mapping Instructions and Guidelines

Instructions

- Employees must be added or removed on the FAME Worksheet, they cannot be added or removed on the Role Mapping Worksheet
- If an employee is mapped to a functional area that he or she wasn't associated with on the FAME data, check the "New Role for Employee" column
- Select "X" in the column to indicate the role(s) that map to each employee
- Use the comments column to enter employee specific comments, if applicable

Guidelines

- Review Role Mapping Worksheet for role conflicts prior to submission
- Use the comment section when there is a question or concern that impacts the assigned role

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Step 1: Role Mapping Worksheet

SAP Roles listed by Functional Area

Employees

Agency - OSC

		Add	Remove	New Role(s) For Employee	Display Benefits	Agency Position Funding Approver	Display Organizational Management	OM Position & Org Unit Requester	Display Payroll	Payroll Administration	Display Cross Agency	Display Non-Sensitive HR	Display Sensitive HR	Grievance Maintainer	HR Master Data Approver	HR Master Data Maintainer	Performance Ratings Maintainer	Short-Term Disability Specialist	Warnings Maintainer	Charge Object Maintainer	Display Time	FMLA Reason Maintainer	Leave Administrator	Time Administrator	
Employee	PositionNumber				Benefit	Organizational Management			Payroll		Personnel Administration									Time Administration					Comments
BEACON, MISTER	371610140013200																				X			X	
EMPLOYEE, A	375011400026010						X									X									
EMPLOYEE, B	373510600020010				X																				
EMPLOYEE, C	371610140013000											X		X	X	X									
EMPLOYEE, D	373511000020191								X	X															
EMPLOYEE, E	371410120012025				X																				
EMPLOYEE, F	371610140013310		X										X												
EMPLOYEE, G	371410120012050										X	X				X		X							
EMPLOYEE, H	371610140013205			X			X																		
EMPLLOYEE, I	374511300024010	X																							
EMPLOYEE, J	371010110011015	X																							

New Role for Employee

Comments

Step 2: Conduct Agency Work Sessions

Identify Work Session Participants

The following people should participate in the Role Mapping Work Sessions:

- Agency Change Agents – Responsible for coordinating agency assistance in completing the Role Mapping Exercise.
- BST Leads and HR Directors – Responsible for supporting the Agency Change Agents in conducting the Role Mapping Exercise, providing necessary resources to complete the activity within the scheduled timeframe. The HR Director will also review and approve the Role Mapping Spreadsheet and FAME Document once they are completed.
- Agency Payroll & HR Managers/Supervisors – Provide assistance in completing the Role Mapping Exercise for their designated areas of expertise and provide feedback on the results.

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Step 2: Conduct Agency Work Sessions (Cont'd)

Map Agency Employees to Roles

During the Agency Work Sessions, the participants should conduct the following activities:

- Review FAME Document for each individual HR and payroll employee within their agency to understand what functions are currently performed and update necessary information as needed.
- If other business processes are tied to the Role Description, review the Impact Assessment to obtain details of the business process.
- Complete the Role Mapping Spreadsheet using the Role Descriptions Document as a guide. Review the rules associated with completing the Role Mapping Exercise (e.g., role conflicts, role dependencies, unmapped roles, etc.).

Invite your designated BEACON Change Team contact to attend your agency's work sessions to help explain the exercise in more detail and answer any questions.

We recommend that you at least schedule a ½ day session to accurately review and complete the Role Mapping Worksheet.

Step 3: Wrap-up

Review Completed Role Mapping Worksheet

Your agency will finalize the data collected to submit to the BEACON Change Team:

- The agency HR Director should review and approve the completed Role Mapping Worksheet and FAME Worksheet, making sure the appropriate edits (e.g., addition/removal of employee, appropriate role marked, etc.) have been made.
- If you have questions concerning the Role Mapping Worksheet data on specific employees, contact the appropriate Manager/Supervisor who assisted in documenting the role(s) for the employee.

Email Completed Role Mapping Worksheet

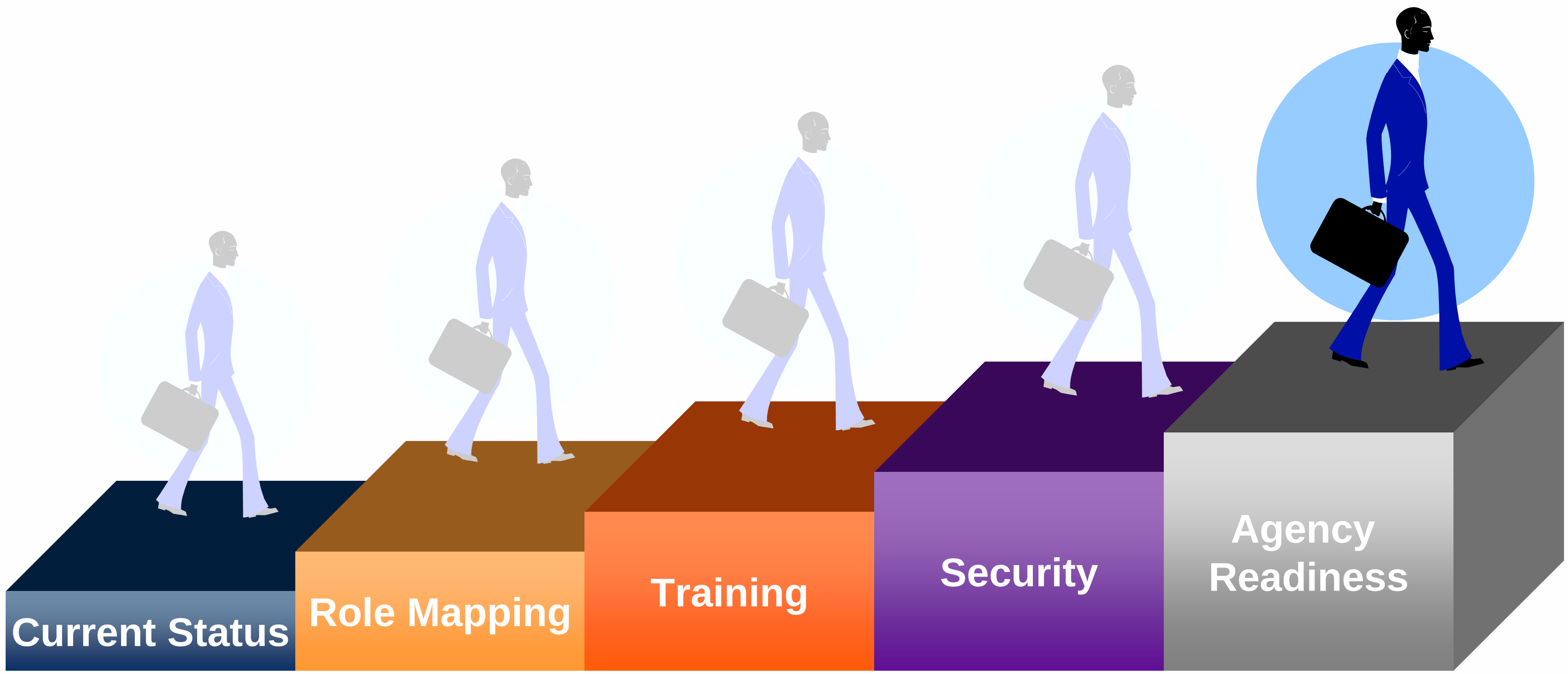
Once finalized, submit the Role Mapping Worksheet to the BEACON Change Team:

- Email your agency's Role Mapping Worksheet and updated FAME Worksheet to beacon.change@ncosc.net.
- The updated FAME document and the Role Mapping Worksheet should be submitted to the BEACON Change Team no later than **Friday, June 15th**.

BREAK!

Role Mapping Example

Typical Employee within an Agency



Mr. Beacon is currently working in Agency OSC as a Personnel Analyst II. One of his current job functions includes timekeeping

Mr. Beacon will be mapped to the appropriate SAP roles that align with the task and responsibilities of his position

Mr. Beacon will attend the appropriate training courses that corresponds with his position

Mr. Beacon will be assigned to the appropriate security roles

Mr. Beacon will be prepared for BEACON Go-Live

Role Mapping Example – FAME Worksheet

Functional Area Mapping Exercise - OSC

Employee	Position Number	Position Title	Added_empl	Remove_empl	HR_Reporting	Pay_reporting	Status	Administration	Agency_Benefits	Classification	EEO	Employee_Relations	Health_Safety	HRIS_PMIS	IT_Support	Other	Payroll_Dedic_Recon	Payroll_Processing	Performance_Mgmt	Retirement	Salary_Admin	Staffing_Recruit	Statewide_Benefits	Time_Leave_Maint	Training_Dev	Unemp_Insurance	Workers_Comp	Total
BEACON, MISTER	371610140013200	PERSONNEL ANALYST II					FT																	0.25	0.75			1.00
EMPLOYEE, A	375011400026010	ADMINISTRATIVE ASSISTANT I					FT							0.10														0.10
EMPLOYEE, B	373510600020010	ADMINISTRATIVE OFFICER III					FT							0.20														0.20
EMPLOYEE, C	371610140013000	A/U HR DIRECTOR II					FT			0.20		0.20							0.10		0.20	0.10			0.10	0.10		1.00
EMPLOYEE, D	373511000020191	ADMINISTRATIVE OFFICER III				X	TMP																					0.00
EMPLOYEE, E	371410120012025	ACCOUNTING MANAGER I			X	X																						0.00
EMPLOYEE, F	371610140013310	PERSONNEL TECHNICIAN I		X			FT							0.10							0.20	0.70						1.00
EMPLOYEE, G	371410120012050	ACCOUNTING TECHNICIAN III					TMP											0.10						0.50				0.60
EMPLOYEE, H	371610140013205	STAFF DEVELOP SPCLIST III					FT															0.20			0.80			1.00
EMPLLOYEE, I	374511300024010	ADMINISTRATIVE OFFICER I	X				FT							0.20														0.20
EMPLOYEE, J	371010110011015	EXECUTIVE ASSISTANT I	X		X																							0.00

Role Mapping Example – Time Administrator Role Description

Time Administrator **Time Administration**

Time Administrator

Description The Time Administrator role is responsible for entering time for employees without Employee Self Service, time evaluation, requesting configuration changes in regards to SAP, and supporting in the management of substitutions and on-calls. This role also has the ability to make corrections on time sheets that have already been approved.

Tasks/Responsibilities

- Edit/correct time and distribution information
- Enter time and distribution for those without ESS
- Generate a process schedule change request
- Identifies time processing errors
- Provide time statements and reports to employees without ESS access
- Request changes to cross application time sheets

Related Processes See Impact Assessment

- Time Entry

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

Role Dependencies

Those assigned this role will allso be assigned the following roles:

- Display Time

Role Mapping Example – Time Entry Impact Assessment

BEACON HR/Payroll Organizational Impact Assessment

Time Entry

Process Overview

Employees will have the ability to record, release and correct their ti

Employees will, on or before the mandated time entry deadline, reco
earned. The employees will, if required by their agency, make time d
entries in 'released' status prior to the entry deadline via ESS.

When the agency deadline for Time Entry arrives, the employee mus
their Supervisor/Manager via Manager Self Service (MSS).

Edits or corrections to time and distribution data can be made by the
- Employees can correct the error if the time records have been releas
- Supervisors/Managers can notify the employee or Time Administra
- Time Administrators can make a correction

For agencies not requiring ESS for timekeeping:
The employee may complete a paper timesheet and submit it to their
will provide the approved timesheet to the Time Administrator for en
determine if they are correct and complete. If the timesheet requires c
Supervisor/Manager/employee for correction. If the timesheet is corr
Administrator will review the entries and save those entries in "appro

Key Process Changes

- Time entry may be completed by the employee through Employe
- SAP will allow corrections all the way back to the go-live date, h

Other Key Changes

- None

Impact Considerations

Communication

- Communicate to employees in training materials/orientation how
- Communicate to employees and managers the new procedures on time keeping

- No employee should be able to approve his or her own time
- Update agency-specific personnel manuals, handbooks, and websites

Training

Time Entry

Process Overview

Employees will have the ability to record, release and correct their time via Employee Self Service (ESS).

Employees will, on or before the mandated time entry deadline, record their hours worked, leave taken, and in certain specific cases, overtime earned. The employees will, if required by their agency, make time distribution entries. Employees will review their entries and save those entries in 'released' status prior to the entry deadline via ESS.

When the agency deadline for Time Entry arrives, the employee must select "Save and Release" to make the entries available for approval by their Supervisor/Manager via Manager Self Service (MSS).

Edits or corrections to time and distribution data can be made by the following:
- Employees can correct the error if the time records have been released but not approved
- Supervisors/Managers can notify the employee or Time Administrator of the error and request a correction
- Time Administrators can make a correction

For agencies not requiring ESS for timekeeping:
The employee may complete a paper timesheet and submit it to their Supervisor/Manager for approval. Once approved, the Supervisor/Manager will provide the approved timesheet to the Time Administrator for entry into SAP. The Time Administrator will review the timesheets to determine if they are correct and complete. If the timesheet requires correction, the timesheet will be returned to the Supervisor/Manager/employee for correction. If the timesheet is correct, the Time Administrator will enter the time data into SAP. The Time Administrator will review the entries and save those entries in "approved" status.

Organization

- Agencies transitioning to ESS for time will see a shift in responsibility for their Time Administrators; they will still be responsible for time corrections

Workload

- There is potential decrease in workload for Time Administrators if employees are using ESS, their responsibility will shift from time entry to time corrections

Role Mapping Example – Role Mapping Worksheet

Agency - OSC

Employee	PositionNumber				Benefit	Organizational Management			Payroll		Personnel Administration									Time Administration					Comments
		Add	Remove	New Role(s) For Employee	Display Benefits	Agency Position Funding Approver	Display Organizational Managemer	OM Position & Org Unit Requester	Display Payroll	Payroll Administration	Display Cross Agency	Display Non-Sensitive HR	Display Sensitive HR	Grievance Maintainer	HR Master Data Approver	HR Master Data Maintainer	Performance Ratings Maintainer	Short-Term Disability Specialist	Warnings Maintainer	Charge Object Maintainer	Display Time	FMLA Reason Maintainer	Leave Administrator	Time Administrator	
BEACON, MISTER	371610140013200																				X			X	
EMPLOYEE, A	375011400026010																								
EMPLOYEE, B	373510600020010																								
EMPLOYEE, C	371610140013000																								
EMPLOYEE, D	373511000020191																								
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EMPLOYEE, H	371610140013205																								
EMPLLOYEE, I	374511300024010																								
EMPLOYEE, J	371010110011015																								

Select "X" in the appropriate SAP Role column to indicate that Mr. Beacon should receive Display Time and Time Administrator

OSBM Engagement

OSBM Engagement in Workforce Transition

- OSBM will utilize the FAME, the Impact Assessment, the Role Mapping, and the Shared Services Staffing model to work with agency leadership in determining the HR/Payroll staffing requirements after BEACON HR/Payroll Go-Live. OSBM will consult with its partner agencies, OSC and OSP, as necessary during this process.

- OSBM Analysts will accompany the BEACON Change Team on agency visits to get clarification on FAME and Role Mapping data.

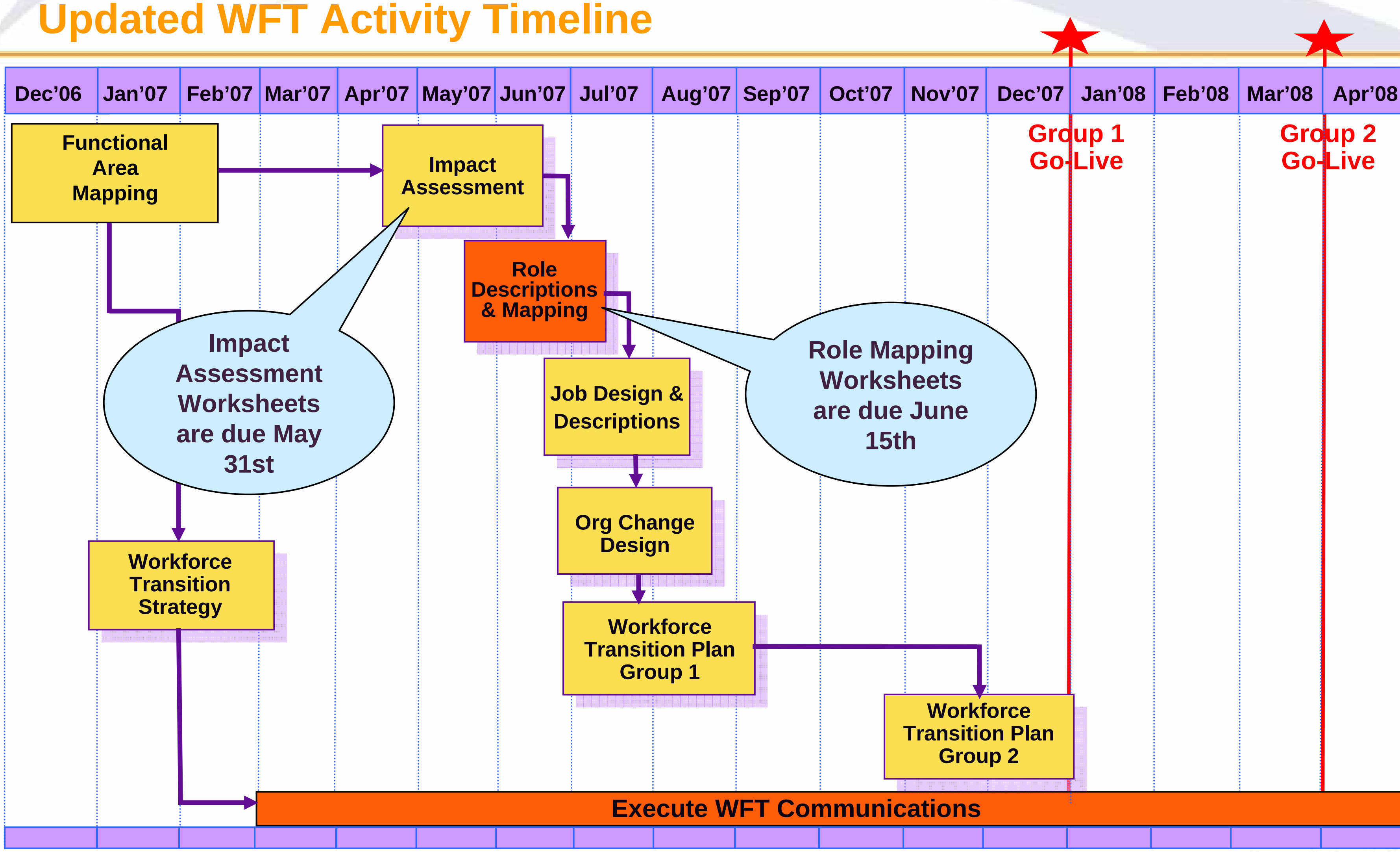
- State agencies, OSC, OSP, and OSBM must work together to ensure that adequate staffing is available for the continuity of agency HR/Payroll operations until BEACON HR/Payroll Go-Live.

BEACON
HR & payroll

Next Steps

BEACON
HR & payroll

Updated WFT Activity Timeline



Next Steps

- Key dates:
  - Impact Assessment Worksheets are due back to beacon.change@ncosc.net by Thursday, May 31st
  - Role Mapping Worksheets are due back to beacon.change@ncosc.net by Friday, June 15th
  - Job Design and Descriptions Workshop tentative for Wednesday, June 27th
    - This workshop will focus on developing new or updating existing agency jobs descriptions to match newly assigned SAP roles
    - The workshop will also include instructions on mapping employees to appropriate security access levels ie. Agency, division, section, branch
- Coordinate Role Mapping Work Session within your agency; solicit support from agency HR Director, as well as HR & Payroll Managers/Supervisors
- The BEACON Change Team will coordinate on-site support for agencies to help them complete the Role Mapping Worksheet. OSBM analysts may accompany the Change Team on the visits.

BEACON HR/Payroll Project WFT Support and Agency Alignment

A BEACON Change Team member will be aligned with a specific group of agencies throughout the implementation of this project to help facilitate and assist with the Impact Assessment and other WFT activities. These contacts are listed below:

BEACON Change Team Member	Agency
Libby Williams Email – libby.williams@ncosc.net Phone – 919-431-6623	Administrative Office of the Courts, Dept. of Environment & Natural Resources, Dept. of Health & Human Services, Office of State Budget & Management, Office of the State Controller, Dept. of Revenue, Wildlife Resources Commission
Christopher Loso Email – christopher.loso@ncosc.net Phone – 919-431-6522	Dept. of Agriculture, Dept. of Juvenile Justice & Delinquency Prevention, Dept. of Correction, Dept. of Transportation, Dept. of Justice, Office of State Personnel, Dept. of State Treasurer, Dept. of Secretary of State
Dan Kelley Email – dan.kelley@ncosc.net Phone – 919-431-6757	Dept. of Crime Control and Public Safety, Department of Cultural Resources, Dept. of Public Instruction, Dept. of Insurance, Information Technology Services, NC Community College System, Office of Administrative Hearings, State Health Plan
Tracy Wilson-Heck Email – tracy.wilson@ncosc.net Phone – 919-431-6757	Dept. of Commerce, Dept. of Administration, Employment Security Commission, Dept. of Labor, NC Education Lottery, NC School of Science & Math, Office of the State Auditor, NC Board of Elections

Questions?